Calling someone

1. Tap **Dial**, as outlined.

2. Key in the number, as outlined.

3. When the number has been keyed in, tap the **Call** key to place the call. Tap *** to gain access to more options.

Using the list of contacts to call

To search for someone, tap here to invoke the virtual keyboard and then key in the name or number. Matches will appear as you type. All three lists will be examined for possible matches.

If you are going to look in a specific list only, tap the corresponding tab first.

Any matches will appear here. Tap to select an entry. The selected entry will appear on a blue background.

To locate an entry, you may also scroll through a list as you would do on a smartphone. Tap to select an entry.

Initiating a video conference (optional feature)

**Method A (Multisite):**

- In a call tap **Add**.
- Search or dial in the usual way.
- Tap **Add** to turn the current call into a conference.

**Method B (MultiWay/CUCM):**

- In a call tap **Add**.
- Place a new call in the usual way.
- Tap **Merge** to turn the current call into a conference.

Repeat the procedure to add more participants.

Tap **END** to terminate the conference.

Keyboard layout

Tap as outlined to go between dialpad and alphanumerical keyboard.
**A tour of the Touch pad**

1. Tap Preview PC, as shown. Your desktop is not shared.

2. Tap Present. You should now see the presentation on the screen.

3. When the presentation is over, tap Stop Presenting.

**Want to share a document?**

Place document as shown and tilt camera as shown to share a document.

**Sharing content**

You must be in a call to be able to do this. Make sure your presentation source is switched on and connected to the video system before you tap Preview PC.

**Tap here to**

- invoke help desk contact, if available.
- activate / deactivate the Standby feature, and to access the Settings.
- activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- tap here to activate self-view.
- tap here to select between loudspeaker and headphones.
- tap here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- tap here to activate / deactivate the Do not disturb feature, to activate / deactivate the Standby feature, and to access the Settings.
- Time of day.
- Tap to mute/unmute microphone.
- Adjust volume here (tap and drag).
- Any messages to you while you were away will be indicated here.

**Tap here to**

- invoke the dial pad.
- invoke the list of contacts including Favorites, Directory and History.
- invoke a list of upcoming scheduled meetings.
- invoke the voice mail system, if applicable.

**Tap here to**

- adjust volume here (tap and drag).
- mute / unmute microphone.
- select between loudspeaker and headphones.
- time of day.

**Tap to**

- select between loudspeaker and headphones.

**Any messages to you while you were away will be indicated here.**